

2123 - OFFICE ASSOCIATE II

NATURE OF WORK

Performs responsible and varied clerical work which involves moderately complex work methods and procedures and requiring some ability to operate standard word processing and related data entry equipment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Attends board meetings, when required.

Types verbatim and proof-read articles, letters, memoranda, reports, statements, tabulations, and other materials from draft, rough-copy, dictating machine, tapes, or prescribed format and involving some judgement regarding the information included or format used.

Receives and makes telephone and visitor inquiries and disposes of these based on knowledge of departmental policies, regulations and procedures.

Performs standardized clerical or record-keeping work such as completing and mailing forms; maintaining established record cards and files; computing, assembling, and posting data and preparing simple analyses of such data; composing routine letters; and ordering and purchasing supplies and equipment.

Receives and accounts for various monies, such as petty cash accounts, greens and pool fees, traffic fines, etc.

Operates standard office, word processing and data entry equipment;

May act as receptionist, answers telephone, relays and dispatches messages as required. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English, spelling, and arithmetic;

Knowledge of modern office practices and procedures;

Ability to operate standard office equipment;

Ability to type or enter data accurately and at a reasonable rate of speed;

Ability to make arithmetic calculations with speed and accuracy;

Ability to make minor decisions in accordance with City and departmental policy and to apply these to daily work procedures;

Ability to understand and carry out oral and written instructions;

Ability to establish and maintain effective working relationships with other employees and the public.

MINIMUM REQUIREMENTS

One (1) year full-time responsible administrative or secretarial experience including the use of personal

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computers. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as , but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work follows prescribed procedures and is subject to audit and review.

SUPERVISION EXERCISED

None.

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